

DOE Weekly Field Memo – September 30, 2009

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From the Vermont Departments of Education and Health:

H1N1: Liability Protections for H1N1 School Flu Vaccine Clinics

Audience: Superintendents, Principals, School Nurses, Business Managers

As you likely know, the Health Department will make vaccinations for the H1N1 virus available in schools through one of several clinic models. This guidance seeks to clarify the liability of a school, administrator, or school nurse in the context of offering the H1N1 vaccine. The Public Readiness and Emergency Preparedness (PREP) Act authorizes the Secretary of the Department of Health and Human Services to issue a declaration that provides immunity from tort liability (except for willful misconduct) for claims of loss related to the administration or use of countermeasures to diseases, threats and conditions determined by the Secretary to constitute a present, or credible risk of a future public health emergency. View the complete guidance and additional information for schools planning for the H1N1 clinics at:

http://healthvermont.gov/panflu/h1n1_vaccine_schoolclinicplanning.aspx#prepact.

Contact: Dixie Henry, General Counsel for the Department of Health, at (802) 657-4318 or dhenry@vdh.state.vt.us or Mark Oettinger, General Counsel for the Department of Education, at (802) 828-3135 or mark.oettinger@state.vt.us

H1N1: H1N1 Guidance Materials for Non- or Limited-English Proficient Speakers

Audience: Superintendents, Principals, School Nurses, ELL Coordinators

The Vermont Department of Health is working to reach out to all Vermonters with helpful information. For people who do not speak English or who have limited English skills, we have influenza information (fact

sheets, posters, videos and planning checklists) posted on our Web site at the link below. We expect to add more of these resources as soon as we can get them.

<http://healthvermont.gov/panflu/multilingualresources.aspx>

From the Department of Education:

Public Comment: Truancy Protocols

Audience: Superintendents, Principals

The Commissioner of Education is posting two truancy protocols, from Chittenden and Rutland County, on the department's Web site and requesting comments on these protocols before November 6, 2009. Both protocols call for a community intervention team approach to truancy. The commissioner is requesting comments for the purposes of determining what, if any, recommendations regarding truancy legislation to make to the Legislature by mid-December, as required by Act 44, Sec. 46 (a). As part of this process it is essential to determine if a uniform statewide truancy prevention policy is feasible given regional differences in student population and community resources. We are also interested in other suggestions related to truancy prevention legislation. Comments should be made to Barbara Crippen, Legal Counsel. Please visit

http://education.vermont.gov/new/html/resources/model_policies.html#comment to view the protocols.

Contact: Barbara Crippen at (802) 828-3135 or barbara.crippen@state.vt.us

Requirement: Educator Name and Address Change Form

Audience: Superintendents, Principals, and Chairs of Local & Regional Standards Boards

In November 2009, the Licensing Office will be sending license renewal packets to educators whose licenses expire on June 30, 2010. Though we had a tremendous response to last year's request for name/address changes, the Licensing Office still received over 400 renewals returned because of incorrect names or addresses. These educators did not receive their renewal form in a timely fashion or, in some cases, did not receive their renewals at all. Access the form at

http://education.vermont.gov/new/html/licensing/forms.html#name_address.

Contact: Bob Gross at (802) 828-6544 or bob.gross@state.vt.us

Memo: Special Education Staff Documentation - Update on Requirements for FY-2010

Audience: Superintendents, Special Education Directors, Business Managers and Principals

This memo provides updated information on the staff documentation requirements for FY-2010 for state special education funding. The most significant change is to allow time studies to be used for staff without fixed schedules. These time studies need to be done at the same points in time as the schedules for staff who have set schedules. Visit

http://education.vermont.gov/new/html/pgm_finance_sped.html#fm_091309 to read the complete memo.

Contact: Lynne Carpenter at (802) 828-0561 or lynne.carpenter@state.vt.us; or Margaret Schelley at (802) 828-5119 or margaret.schelley@state.vt.us

Individualized Education Plan (IEP) Transition Plan Changes

Audience: Principals, Special Education Administrators, Superintendents

Recently there have been changes in the data that the department is required to submit to the Office of Special Education Programs (OSEP) for the state Annual Performance Plan. Among these are changes to the data collected for Indicator 13, Secondary Transition. This has necessitated a change to the Vermont Individualized Education Plan (VT IEP) transition plan forms. This memo explains this change, along with other supporting documents, including the transition plan guidance document, indicator 13 checklist, and the quick guide to online transition resources in Vermont.

These documents can be found at:

http://education.vermont.gov/new/html/pgm_sped/policy/transition.html#step_2.

Contact: John Spinney at (802) 828-5127 or john.spinney@state.vt.us

Professional Development: Fall 2009 Vermont Alternate Assessment Portfolio (VTAAP) for Science Meetings

Audience: Special Education Case Managers, Classroom Educators, Related Service Providers, Special Education Directors, Principals, Independent School Educators

This half-day morning workshop at the Science Network Meetings is designed specifically for general and special educators to become acquainted with the Vermont Alternate Assessment Portfolio for Science. All special educators are encouraged to join science educators at the opening session, which will address

communication in science through weather and climate change content. A VTAAP for Science breakout session will follow, providing educators with guidelines for developing the Inquiry portion of a science portfolio for their students. A hands-on inquiry science performance task will provide teachers with an example of how this population of students can meaningfully participate in grade level science curriculum. For more information and to register, visit

http://education.vermont.gov/new/html/dept/calendar.html#alternate_science.

Contact: Rose Wheeler at (802) 828-3114 or rose.wheeler@state.vt.us

Professional Development: Fall Reading Academy

Audience: Classroom Teachers (K-3), Special Educators, Reading Specialists, Administrators, Supervisors and Other Resource Staff

October 5, 6, 29, 30; Pam Chomsky-Higgins & Cathy White; VRI at UVM, Montpelier 8:30-3:00

Participants in this four-day workshop will deepen their understanding of the five essential components of reading in grades K-3 and will expand their repertoire of research-based instructional approaches to help students achieve Grade Level Expectations. Instructors will provide opportunities to practice several approaches with colleagues, and help teachers plan for classroom application. Cost: \$250 (FREE for Reading First Schools). For more information visit

<http://education.vermont.gov/new/html/dept/calendar.html#vri>.

Contact: Kerry Garber at (802) 828-3150 or kerry.garber@state.vt.us

Request For Proposals: Vermont Solar in Schools

Audience: Science Teachers, Tech Center Directors, Principals, Curriculum Coordinators

In conjunction with the U.S. Department of Energy, the department announces a competition focused on Solar Energy. Based on strong curricular ties and student involvement, up to 10 schools will be awarded approximately \$50,000 each for the installation of solar power systems at school sites. By offsetting a modest amount of fossil-fuel-generated electricity, this project will add a green component to school buildings. More importantly, it will train people in solar power technology, strengthen science curricula in alignment with Grade Expectations, and provide an opportunity for project-based, hands-on learning. Visit http://education.vermont.gov/new/html/pgm_construction.html#proposal for more information. Proposals are due December 4, 2009.

Contact: Cathy Hilgendorf at (802) 828-5402 or cathy.hilgendorf@state.vt.us

Grant Application: Title III (English Language Acquisition) Grant Applications for 2009-2010

Audience: Superintendents, Principals, ELL, Title I & Curriculum Coordinators, Teachers

Title III of the No Child Left Behind Act authorizes states to make sub-grants to Local Educational Agencies (LEAs) for the purposes of: 1) developing high-quality language instructional programs in teaching limited English proficiency (LEP) students and serving immigrant children and youth and; 2) providing professional development for educators working with students and families. An LEA or Consortium must have enough LEP students (English Language Learners or ELLs) to qualify for at least a \$10,000 subgrant. Title III Grant notification and grant application resource materials were sent to all ELL Coordinators in the state, and can be accessed at

http://education.vermont.gov/new/html/pgm_esl/grant_application_resources.html. The deadline for submitting the Title III grant application is **Friday, October 9, 2009**.

Contact: Jim McCobb, Title III State Director, at (802) 828-0185 or james.mccobb@state.vt.us

Grant Application: 21st Century Community Learning Centers Grant Application for 2009-2010

Audience: All

The 21st Community Learning Centers grant competition is designed for the purpose of creating and maintaining high-quality afterschool learning opportunities. An estimated 1.5 million dollars are available for dispersal. Applicant trainings are October 9 in Randolph and October 16 in Stowe. Letters of Intent are due November 20, 2009. Applications are due February 12, 2010. Visit the 21C Web site at

http://education.vermont.gov/new/html/pgm_federal/21st_CCLC.html and the

Vermont afterschool Wiki: <http://vermontafterschool.pbworks.com/>

Contact: Emanuel Betz at (802) 828-0557 or emanuel.betz@state.vt.us

Response to Intervention: A Guide for Parents

Audience: Principals, Special Education Administrators, Superintendents, Parents

The Vermont Family Network (VFN) is working with the department to bring families information about Response to Intervention (RtI) and its potential benefits for children and schools. RtI is a general

education process of instruction, assessment, and intervention that holds great promise for more effectively and efficiently addressing the needs of all learners in our schools. Through early identification of students at risk, RtI can increase student success and decrease the number of students identified with specific learning disabilities in need of special education. In Vermont, Response to Intervention is currently being implemented in an increasing number of schools. This guide provides information for parents, with specific examples of how Response to Intervention is being implemented in Vermont:

http://education.vermont.gov/new/html/pgm_sped/parents.html#vfn.

Contact: Kathleen Kilbourne at (800)-800-4005, ext. 244 or Kathleen.kilbourne@vtfn.org

DOE Contact: Carol Randall at (802) 828-0553 or carol.randall@state.vt.us

Reminder: Requirement: ESS Survey for 2008-2009

Audience: Principals, Superintendents, Special Education Administrators

Act 117 requires that annually each district provide the Vermont Commissioner of Education with a description of the Educational Support System (ESS), how it is funded, and how building the capacity of the ESS is addressed in the School Action Plan. Use this [link](#) to view a memo containing the Web link to the ESS Survey and describing procedures, timeline and adjustments. Additionally, the download contains a list of potential funding sources for supports and services in the ESS and a list of ESS survey questions that may be used as a worksheet to fully prepare answers before completing the actual ESS Survey online. This survey must be completed and submitted no later than Wednesday, October 7, 2009.

Visit http://education.vermont.gov/new/html/pgm_ess.html#survey.

Contact: Mike Bailey at (802) 828-3132 or michael.bailey@state.vt.us

State Board of Education Monthly Summary

Audience: All

The State Board of Education produces a monthly report that is intended to update the public on Board activities and priorities. The report will be posted two weeks after a Board meeting and will be made available for a six-month period of time. View the September report at:

http://education.vermont.gov/new/html/board/schedule.html#monthly_reports.

Contact: Carol King at (802) 828-5101 or carol.c.king@state.vt.us

Praxis National Advisory Committees Nominations

Audience: Superintendents, Principals, Educators

Educational Testing Service (ETS) is seeking nominations for the Praxis National Advisory Committees (NACs). A Web site is available to collect the names, contact information and biographical information of those nominated to serve on the NACs. The National Advisory Committee plays an important role in the test development process for Praxis tests by providing valuable input at the various stages of development. You can refer nominees directly to the Web site where they can register their willingness to work with ETS on the Praxis Tests. Visit <https://onyx.ets.org/664PraxisNAC.htm>.

Contact: Linda Hendrickson at (802) 828-0449 or linda.hendrickson@state.vt.us

Vermont Higher Education Collaborative Announces Non-profit Status

Audience: All

The Vermont Higher Education Collaborative (VHEC) is becoming a separate non-profit corporation. VHEC was formed in 2000 in response to requirements of Act 117. For the last nine years, with the cooperation and support of many partners, it has successfully operated programs in special education, early education, and secondary school transformation. For more information, visit <http://www.vthec.org/>.

Contact: (802) 498-3350 or info@vthec.org

From the Human Rights Commission:

Training: Investigating Complaints of Harassment in Schools

Audience: School Administrators, Designated Employees, and School Staff Who May Be Involved in the Investigation of Complaints of Harassment

Wednesday, November 4 & 11, 2009; 8:30 a.m. – 3:00 p.m.; Franklin Conference Center, Rutland. The first workshop (November 4th) will provide participants with a very brief overview and update of the law, a brief review of the 2007 model harassment policy, and skills development: conducting complaint intakes and interview tips and techniques. The second workshop (November 11th) will continue the interview skills development, this time focusing on investigation interviews. In addition, the second workshop will focus on developing investigation plans, maintaining investigation records, analyzing information (evidence),

and writing investigative reports. Both workshops will utilize an interactive format and include case study reviews and role plays. A binder of resource information and materials will be provided for each participant. While not required, we strongly recommend that participants attend both workshops; the materials and activities for the second workshop will be based on the information and activities from the first workshop. The cost is \$50.00 per person per workshop (\$100.00 for both days) and includes lunch and materials. The workshop is limited to 40 participants. Deadline for registration is Tuesday, October 27, 2009. The workshops will be held at the Franklin Conference Center at 1 Scale Avenue in Rutland, Vermont. Please go to <http://www.franklin-conferencecenter.com/> to access Mapquest directions to the Franklin Conference Center.

Contact: Ms. Jerri Lamson at (800) 416-2010, x25 or jerri.lamson@state.vt.us

From the Department of Labor:

Vermont Innovation Jam 3.0

Audience: Principals, Educators

Can't take your students on a field trip to Silicon Valley? Get them out of the classroom and into the real world at the Vermont 3.0 Innovation Jam. This exciting and informative day-long event will bring representatives from Vermont's creative, tech and "green" companies together under one roof. The event will be held Monday, October 26, 10-6 at the Sheraton Burlington. Admission is free. School groups are welcome. Your students will have an opportunity to:

- See and participate in state-of-the-art tech demos
- Meet video game designers
- Listen to local CEOs explain how they got their start
- Learn how they can train for a career with Vermont's coolest companies
- Connect what they do in the classroom with cutting edge technology in use right here in the Green Mountain State

For more information visit <http://www.vermont3.com/>.

Contact: Jonathan Young at (802) 652-0307 or john.young@state.vt.us

From the Vermont Department of Health:

Asbestos Hazards Emergency Response Act (AHERA)

Audience: Principals, Business Managers, Facility Managers, and Head Custodians

In 1986, the Asbestos Hazard Emergency Response Act (AHERA) was signed into law by the federal government, requiring public and private non-profit kindergarten through 12th grade schools to inspect their buildings for asbestos-containing building materials. The Environmental Protection Agency (EPA) only requires removal of asbestos to prevent significant public exposure during demolition or renovation. EPA does, however, require an in-place, pro-active asbestos management program for all [local education agencies \(LEA\)](#) in order to ensure [asbestos-containing building materials \(ACBM\)](#) remain in good condition and are undisturbed by students, faculty, and staff. LEAs must submit management plans for all of their schools to the Vermont Department of Health for approval. For more information visit http://education.vermont.gov/new/html/pgm_construction.html#resources.

Contact: Hugh Pilgrim with EPA at (617) 918-1843 or Pilgrim.Hugh@epamail.epa.gov or Lindsey Wells, Vermont Department of Health, at (802) 863-7236

From the US Department of Education:

Microsoft offers Web tools for teachers, sick students

Audience: All

Microsoft recently launched a Web portal with free tools to help teachers and students manage class assignments during novel H1N1 outbreaks. The [Microsoft Office Live Workspace H1N1 flu site](#) enables teachers to post assignments, share handouts, and conduct group projects. The tools are accessible with any Internet connection and do not require Microsoft Office on the students' computers. A Microsoft official said the tools could help schools handle flu-related disruptions.

Weekly Field Memo is Online!

The DOE Weekly Field Memo is archived on the Department of Education Web site at http://education.vermont.gov/new/html/dept/field_memo.html. Field Memos and the corresponding attachments are available for download. For Field Memo information three months or older, or for other questions, please contact Jill Remick, communications director, at (802) 828-3154 or jill.remick@state.vt.us.

FOR MORE INFORMATION:

For the Department of Education Web site see: <http://education.vermont.gov/>. For upcoming events or professional development opportunities, see the DOE Calendar of Events located at: <http://education.vermont.gov/new/html/dept/calendar.html>.

Main Department Line: (802) 828-3135

NOTE: For comments or questions specific to the messages above, please contact the person listed. DO NOT reply to this message.

This Field Memo is posted weekly by the Department of Education to better organize our e-communications to the field. There may be times when separate messages from the department will still be sent.